

Jefferson County Historic  
Site Preservation Commission  
Special Meeting Minutes

May 20, 2014

Time: 6:30pm

Commission Members: Vacant, Chair; Vacant, Vice-Chair; Kathleen Woodbury, Secretary; Cindy Arbiture, Robert Birmingham, James Levy, Michael Opager

1. Meeting was called to order at 6:32pm by Secretary Kathleen Woodbury.
2. Roll call: Members present: Kathleen Woodbury, Cindy Arbiture, Bob Birmingham, Michael Opager, by phone, James Levy, by phone.
3. Open Meeting Compliance: OK.
4. Change to agenda :Item 10, change next meeting date to June 19<sup>th</sup> due to availability of commission members.
5. Minutes of March 27, 2014 meeting, with Item 10 change from "8-1/2" x 11" certificate suitable for framing" to " framed certificate, size yet to be determined", approved by motion by Mike, seconded by Cindy, passed unanimously.
6. Communication: Cindy called Ben Wehmeier, County Administrator regarding our issue with reaching a quorum for our meetings recently due to the vacancy of two commission positions. We are allowed to reach a quorum with one or two members participating via conference call.. Jim Schroeder, the new County Board Chairman stopped in to introduce himself and let us know that our commission has his support. He also said that Ben Wehmeier will appoint the new County Board appointee to the commission, so we should communicate with him on that subject.
7. No citizen comments.
8. As noted on agenda, this meeting was a special case, where a quorum count was allowed via conference call per Ben Wehmeier for the purpose of election of vacant Chair and Vice-Chair positions.
9. Election of Interim Chair – by motion of Mike Opager and second by Kathleen Woodbury, Cindy Arbiture was elected unanimously. Election of Interim Vice-Chair – by motion of Cindy Arbiture and second by Kathleen Woodbury, Bob Birmingham was elected unanimously. The election for Chair and Vice-Chair with a one year term will be held at our September 25<sup>th</sup> meeting and elections will be held every September, per motion by Bob Birmingham, second by Kathleen Woodbury, passed unanimously.
10. The appointment of Jefferson County Board member to Commission will take place at the County Board meeting on June 10<sup>th</sup>.
11. 2014 Survey Public Meeting date has been set for July 24, 2014 at the Hoard Museum by motion of Mike Opager, second by Kathleen Woodbury, passed unanimously
12. Discussion of National Registry nomination action tabled until next month's meeting by motion by Kathleen Woodbury, second by Bob Birmingham, passed unanimously.

13. Scheduled 2014 meeting dates: June 19, July 24, August 28, September 25, October 23, November 20
14. Future Agenda Items: Website, implementation of 2013/2014 survey, Commisison strategic plan.
15. Adjourned at 7:30 by motion of Bob Birmingham, second by Kathleen Woodbury, passed unanimously.